

SUPPLEMENTAL JOB DESCRIPTION

Classification: BUSINESS SYSTEMS ANALYST II

Function Code: 1269-095

Position Title: Business Systems Analyst II

Date Established: 03/21/97

Position Number: 12292

Date Last Amendment: 7/25/06

SCOPE OF WORK: Evaluates business policies and administers and manages the Department's comprehensive data and informational environment for decision support activities.

ACCOUNTABILITIES:

- Analyzes business processes and formulates and implements strategies and policies for data and content management for the entire Department.
- Develops/formulates data management standards for quality, accuracy, system integrity and confidentiality. Also coordinates data security objectives with other agencies within the Department.
- Coordinates the analysis of business processes within the Department in order to identify opportunities for creation and/or enhancement of data in the Enterprise Data Warehouse.
- Authorizes and coordinates the development and implementation of Department-wide information systems (data warehouse) projects and coordinates system development activities with the NH Office of Information Technology.
- Monitors and evaluates the usage of our web environment to access interactive reports, static reports and documents. Also monitors and evaluates the requests and usage of information specifically for the development of models, prototypes, reports and related decision support queries for various agencies within the Department's program areas and outside of the Department.
- Develops detailed business requirements and functional specifications to meet the informational needs and coordinates related activities within or outside of the Department.
- Provides estimates of time and resources required to meet the informational needs of the Department.
- Facilitates data definition, design, development testing, documentation, quality assurance and implementation with end users.
- Provides direction, advice and guidance to subordinates; demonstrates in-depth understanding of all data management concepts, including meta-data, dimensional data, factual data, derived data, principles of data warehousing and knowledge management.
- Oversees coordination of appropriate agency employees required to accomplish organizational objectives.
- Assigns, reviews and evaluates work and prepares performance evaluations for staff.
- Performs ad hoc special projects as requested.

MINIMUM QUALIFICATIONS: See class specification for Business Systems Analyst II for minimum qualifications.

DISCLAIMER STATEMENT: The supplemental Job Description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Andrew Chalsma, Administrator II, #12348

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date Reviewed

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title & Position #: Andrew Chalsma, Administrator II, #12348

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved